



000110570

**INTEROFFICE
MEMORANDUM**

DATE: April 15, 1996 MAL MP-SMM-052

TO: Distribution

FROM: P. Ross, RMRS Strategic Integration & Planning, T130F, X5616

SUBJECT: MEETING MINUTES FOR THE B707 "J" MODULE GLOVEBOX *Ref*
REMOVALSCHEDULE REVIEW MEETING APRIL 10, 1996 - PER-001-96

Action: Assignees are responsible for the action items listed below, which will be incorporated into H.N. Finkelman's Action Item List, as appropriate.

PURPOSE

The purpose of this correspondence is to distribute the meeting minutes for the B707 "J" Module Removal Schedule Review Meeting held on April 10, 1996.

DISCUSSION

This combined meeting of SSOC and RMRS personnel was held to critically review the B707 "J" Module Removal critical path schedule. We discussed and evaluated all activities (including those which should be added), span times and interdependencies. We also discussed lessons learned on the B707 "D" Module Project and their application to the "J" Module Project. Following the attendance list is a list of action items resulting from this schedule review.

Name	Department	Bldg Phone/Pager
Attendees:		
Pete Ross	Integration and Planning	T130F 5616/D5091
Mike Nelson	Construction	T764B 7647/D3876
Dave Stough	Maintenance	T439D 4384/D1569
Ron Heitland	Construction	T891C 2862/D0174
Robert Garcia	Construction	T764B 6259/D1237
Howard Mason	SSOC Eng	B750 6167/D1446
Mark Maier	SSOC Planning	B750 7853/D5418
Tom Bourgeois	Construction	T891C 8082/D4270

Action items:

1. Develop list of all training requirements and training provided on "J" Module Project to furnish to other (D&D) project teams. Action: M. Nelson and D. Stough by 4/15 team meeting.
2. Discuss with H. Finkelman, T. Bourgeois and other appropriate personnel concern that 2-12 hr. shifts is inadvisable and impractical for personnel working in full-face respirators and that consideration should be given now to staffing for 3-8 hr. shifts. Action: M. Nelson by ____.

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3. Obtain January 9, 1995 and April 10, 1995 B707 "D" Module "Lessons Learned" from R. Schmidt and final report (status/issues) from R. Heitland and bring copies for distribution to next team meeting. Action: P. Ross to issue 4/15.
4. Obtain from R. Heim MSDS final report on Stripcoat Evaluation B707 D-90 and bring to next team meeting for distribution to appropriate personnel. Action: M. Nelson by 4/15.
5. Confirm whether "J" Module team needs Asbestos Abatement Notice (for asbestos and lead adhesive) from State prior to lead stripout. Make arrangements if required. Action: G. Gwinn by ____.
6. Discuss with Shirley Garcia need for half-crates for Benalex per recommendation from personnel planning "D" Module Project. Action: M. Aycock by ____.
7. Discuss with S. Garcia and other personnel this question. Once lead is stripped and transferred to drums, can leaded and all other drums be removed quickly from B707 (problem in "D" Module)? Action: M. Aycock by ____.
8. Confirm that crit. drains have been sampled. M. Maier indicated shift manager would not allow this in "D" Module. Action: M. Nelson to confirm and arrange sampling (if not yet performed) by ____.
9. Resolve disconnect between filter techs. and B707 Management on charge numbers (Wk. Pkg. charge number or IWCP number) to use for exhaust filters. Action: H. Finkelman with input from M. Nelson by ____.
10. Ensure Don Clark has B707 SSOC review lead removal IWCP. Action: M. Nelson by ____.
11. Check out availability of glovebags, stripcoat, and other materials/supplies from "D" Module Project, especially items with a shelf-life to save money to B707 "J" Module Project & arrange transfer as appropriate. Action: D. Stough by ____.
12. Continue ongoing discussions with Mike Barajas on techniques for expediting glovebox removal activities. Action: D. Stough by ____.
13. Ensure availability of 4 painters per shift during stripcoat operations at recommendation of "D" Module personnel (2 proved insufficient). Action: D. Stough.
14. Arrange meeting with RAD Air Quality personnel to discuss possible need to monitor exhaust on air movers to meet CFR requirements. Action: G. Gwinn by ____.

RESPONSE REQUIREMENTS

Assignees are responsible for responding to action items listed above.

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Distribution:

D.	Clark	-	DynCorp - 770
K.	Griffin	-	K-H - T130F
S.	Sergeson	-	K-H - T130F
R.	Williams	-	K-H - T130F
B.	Anderson	-	RMRS - T439D
M.	Aycock	-	RMRS - T130F
G.	Beers	-	RMRS - T891C
G.	Bracken	-	RMRS - T130B
D.	Coyne	-	RMRS - T439D
B.	Garcia	-	RMRS - T764B
C.	Guthrie	-	RMRS - T130F
T.	Humiston	-	RMRS - T130F
L.	Lewis	-	RMRS - T893A
M.	Nelson	-	RMRS - T764B
P.	Ross	-	RMRS - T130F

D. Stough	-	RMRS - T439D
P. Tourigny	-	RMRS - T439D
C. Trump	-	RMRS - T893A

K. Bates	-	SSOC - 441
T. Davidson	-	SSOC - 441
H. Mason	-	SSOC - 750
G. Trieste	-	SSOC - 750

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